



APTD Certification Simplified

How many years have you been in talent development?



- I am new
- 1-3 years
- 3-5 years
- 5+ years

What is your primary role in TD?



Today's Presentation and Discussion

- What is the APTD Certification?
- Eligibility Requirements
- APTD Exam
- Create a Study Plan

What Is a Professional Certification Program?



Certification = assessment of the ability to apply professional knowledge and skills against an established standard



ATD established a *new global standard* for talent development with the Talent Development Capability Model



The APTD Certification exam is grounded in the Model

What Earning Certification Says About You

You are:

- **well-versed** in the TD body of knowledge.
- willing to **challenge** yourself and go **above and beyond**.
- bringing current **leading practices** to your organization.
- **dedicated** to a TD career.
- a **lifelong learner** who stays current in TD.

Associate Professional in Talent Development



Who is an APTD?

- Early career (3 years of TD experience)
- Individual contributor
- TD is part of their responsibilities
- Understands that well-designed TD strategies + solutions = organizational success

The APTD Certification

Focuses primarily on the **foundational knowledge** required to be successful in TD and the **application** of that knowledge.



1,400 APTDs Worldwide

US
China
Saudi Arabia
Taiwan
Egypt



Role Function

47% Individual
40% Management

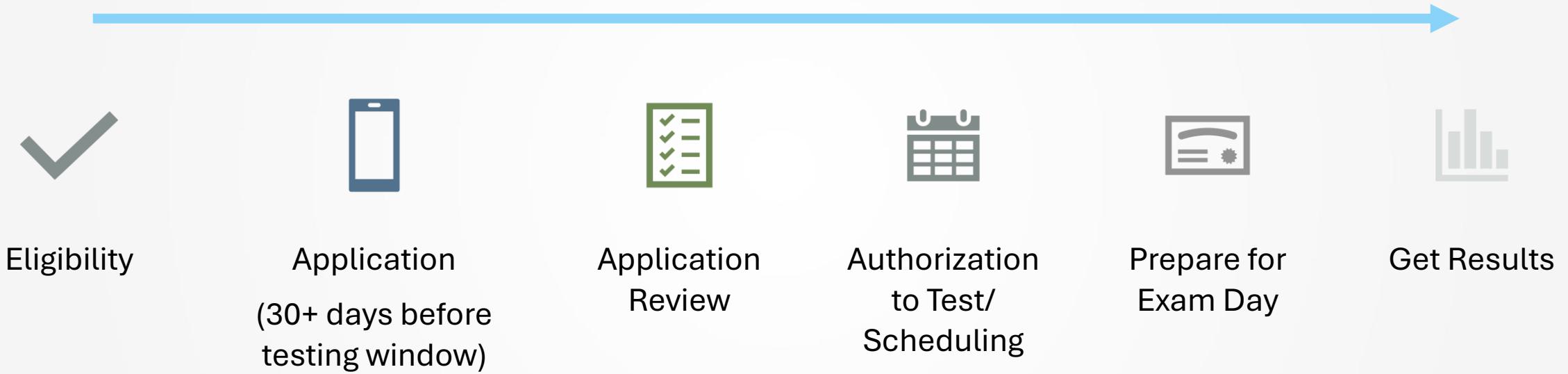


APTD Responsibilities

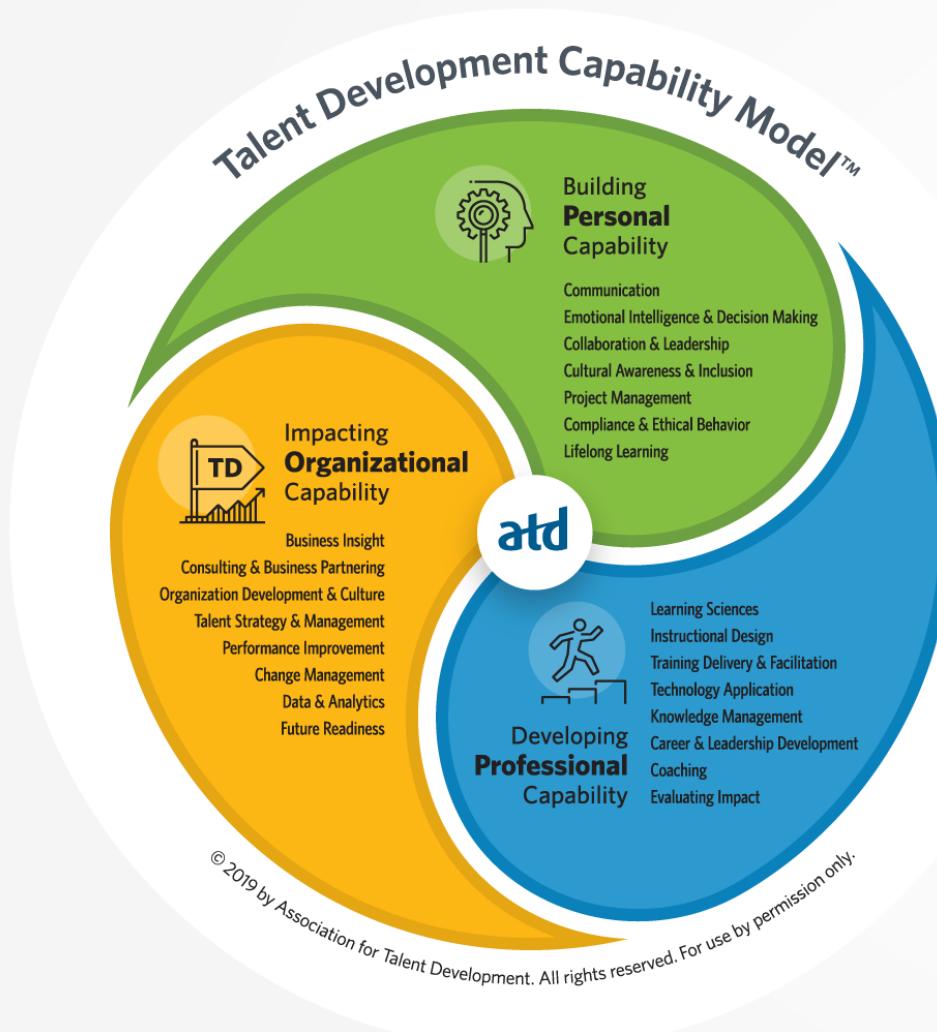
45% Training delivery/facilitation
18% Instructional design
11% Career & leadership development
10% HR
6% Org development/culture
5% Coaching
3% Performance improvement

<https://www.td.org/aptddemographics>

How Do I Get APTD Certifed?



The TD Capability Model



A framework for what TD professionals need to know and do to be successful

3 Domains of Practice

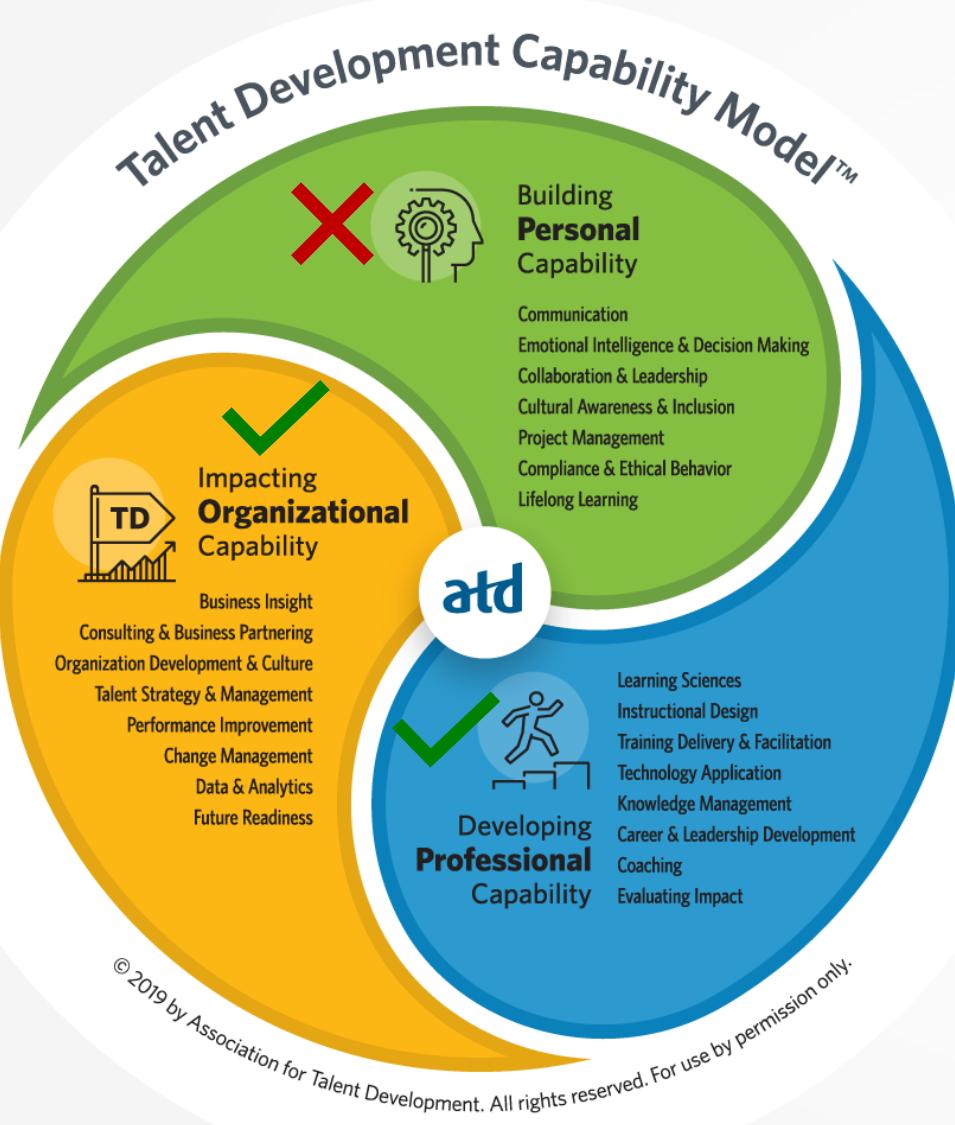
Personal, Professional, Organizational

Defines 23 Capabilities; Knowledge and Skills
The knowledge and skills on the APTD exam are a subset.

Related experience and learning is required before applying for the APTD.

How Can I Become APTD Certified?

Meet the Eligibility Requirements



APTD Eligibility Requirements

- 1 **Work Experience**
3 years in TD
- 2 **Professional Development**
28 hours* in TD

*Within the most recent 3 years, in **Professional** and/or **Organizational** topic areas

Professional Development Topics



Professional Capabilities

- Learning Sciences
- Training Delivery & Facilitation
- Instructional Design
- Technology Application
- Knowledge Management
- Career & Leadership Development (developing others)
- Coaching
- Evaluating Impact

Organizational Capabilities

- Business Insight
- Consulting & Business Partnering
- Organization Development & Culture
- Talent Strategy & Management
- Change Management
- Performance Improvement
- Data & Analytics
- Future Readiness

X Topics in building Personal skills do not count as PD for eligibility

Communication, Emotional Intelligence, Collaboration & Leadership (*Personal development*), Cultural Awareness & Inclusion, Project Management, or Compliance & Ethical Behavior



Eligibility

Types of PD

- Courses, workshops, webinars
- Conference or chapter sessions (ATD or SHRM)
- University coursework

Keep in Mind

- **28 hours** must be completed BEFORE applying for the APTD Exam.
- PD must be documented with a certificate, email confirmation, transcript, agenda, or receipt.
- Documentation will be requested for application selected for an audited. (Save it for now)
- Learn more at [APTD Candidate Handbook](#)

Eligibility Pathways

Two Pathways		
Required	#1 Standard Pathway	#2 ATD Master Series Certificate Pathway
Work Experience	3 years in TD	3 years in TD
Professional Development (PD) within the past 3 years	28 hours in TD topics	ATD Master Series Certificate

I'm Eligible.
What's Next?

Select a Testing Window



- A [testing window](#) MUST be selected at the time of application.
- The APTD exam is offered **every other month**, during the “odd-numbered” months (January, March, May, etc.)
- A testing window is a 3-month period, with the **middle month closed** for testing.
- The exam must be taken during the selected window. (\$225 to transfer windows)
- Apply at least 30 days before the exam window

The APTD Exam Application

Complete the Application

Prepare to Apply

Basic Steps to Apply

Step 1: Access the [Certification Portal](https://td.org/certification) at td.org/certification; login

Step 2: Select Your Exam and Pathway (APTD Standard or APTD Masters Series)

Step 3: Enter details, upload resume, select testing window

Step 4: Payment

Plan to apply at least 30 days before your testing window.

Complete the Application

Prepare to Apply

Employment Information

- Resumé (in English) to upload
- Employment dates, job title
- Supervisor name(s); contact info

PD Information

- Activity Title
- Completion dates (must be completed)
- Duration (1/2 hour+)
- Activity Type (webinar, course, etc.)

▪ Also Required

- [Testing window](#)
- Payment (\$499 member / \$699 nonmember)

*Random Audit: Requires applicant to submit proof of PD if application is selected.
50% of applicants are randomly selected.

Application Review

After your application is submitted:

Scenario 1

Automatic and immediate approval

Receive an “Authorization to Test” to schedule your exam.

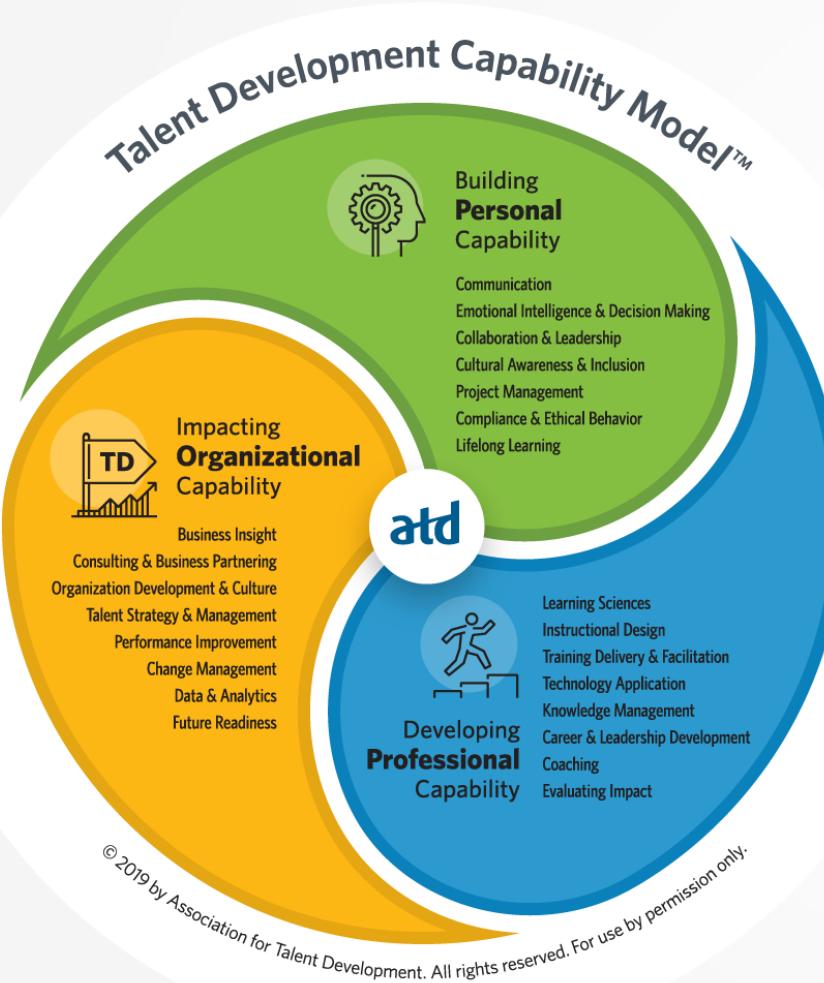
Scenario 2

Your application is selected for an audit.

- ATD CI emails within 5 days, requesting proof of PD
- Applicant must submit certificates, email confirmations, agendas, or receipts
- Response requested within 14 days
- Upon document review and approval, you will receive the “Authorization to Test” to schedule your exam.

About the APTD Exam

What's on the Exam?



APTD Content Focus

20% Personal
50% Professional
30% Organizational

Application Level (no recall or analysis)
TD experience level of 3 years

Review the [APTD Exam Content Outline](#)

Exam Format

What to Expect

Computer-based
115 Multiple Choice Questions
2 hours (no break)

Taken Remotely or at a Test Center

Immediate Results

Possible Score 200-800
Passing Score 500

Domain-level proficiency ratings

Score report and digital certificates available in the Certification Portal



Create a Study Plan

Prepare to Prepare



STEP 1: Assess Your Knowledge & Gaps

STEP 2: Create a Study Plan

STEP 3: Choose Your Resources

STEP 1: Assess Your Knowledge...Gaps

Take the online Self-Assessment at capability.td.org

- Using the TD Capability Model
- Rate your experience level within the KSAs
- Choose the APTD-Ready Learning Path
- View My Report (Proficiency)
- Explore recommended resources

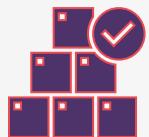
STEP 2: Create a Study Plan



Target testing window



Average of 6 months (60 – 80 hours)



Week-by-week planning



Block your calendar!

STEP 3: Choose Your Resources

Visit the [APTD Prepare](#) webpage

- APTD Study Planning Guide
- Learning Path Recommendations (from the self-assessment)
- TD Body of Knowledge (TDBoK) Guide

STEP 3: Choose Your Resources Adventure

- Join a [Chapter Study Group](#) ([Chapter locator](#))
- Register for the [APTD](#) Preparation Course
- Utilize the full length [APTD Practice Test](#)
- Join live [discussions](#) with APTDs and CPTDs; staff
- Share on the LinkedIn [APTD](#) Candidate Prep



More Information

Visit Us: www.td.org/certification

Contact Us: certification@td.org

Join Us:

[Zoom Office Hour with ATD CI Staff](#)

[Zoom Q&A with APTDs & CPTDs](#)